



REQUEST FOR INFORMATION FEES

The Department of Permitting Services, in accordance with State of Maryland laws and regulations, adopts the following policy for the collection of fees for information requests. For the purposes of this policy a reasonable fee is an amount equal or comparable to the current market value, or the cost of providing the service or product.

Photocopying and Reproductions

A) Letter or legal sized documents (not to exceed 8½ by 14 inches)	\$0.10 per page or side
B) Large size document up to computer printout dimensions	\$1.00 per page or side
C) Large size plans (copies only)	\$2.00 per page or side
D) Microfilm or Microfiche reproductions (limited to 11 by 17 inches)	\$1.50 per page or side

Staff Time for Research

A) First two hours of combined staff time	No charge
B) Each 15 minutes or fraction in excess of two hours	\$8.00 (\$32.00 per hour)

Certified or Notarized Copies

For each certification or notarization (in addition to above charges if applicable)	\$3.00 per page or side
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If you have any questions, call Susan Scala-Demby at (240) 777-6356.